

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

1700 K STREET  
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Date: April 25, 2005

To: Community and Faith-Based Youth Serving Organizations  
and Other Interested Parties

From: Michael S. Cunningham, CARE Project Director

Subject: Invitation to Participate in the California Access to Recovery Effort  
Program

The purpose of this letter is to invite you to submit an application for participation in the California Access to Recovery Effort (CARE) program. The Department of Alcohol and Drug Programs (ADP) is currently accepting applications for CARE program recovery support service providers.

The CARE program is funded by a three-year federal grant and will provide vouchers to substance abusing 12-20 year olds in Los Angeles and Sacramento Counties for alcohol and other drug (AOD) treatment and recovery support services. Eligible youth will be able to choose a provider that meets their needs and preferences from a network of eligible programs located in one of the two target counties. It is anticipated that CARE vouchers will be issued beginning May 31, 2005.

By becoming an authorized CARE network provider, your agency will be eligible to redeem payment vouchers issued to youth for recovery support services covered by the CARE program. Recovery support services include a wide array of activities and services designed to assist a CARE client's participation in treatment, improve functioning, and support continued recovery. Employment and educational services, mentoring, spiritual coaching, transportation, and childcare are reimbursable services.

An overview of the program and requirements for provider participation are enclosed. The requirements are based on specifications in the Access to Recovery Program Notice of Funding Announcement published by the Substance Abuse and Mental Health Services Administration in March 2004, and in ADP's grant application. A more detailed policies and procedures manual will be distributed to providers once they are approved for participation.

If you wish to apply at this time, please complete and submit one original hardcopy of the enclosed application to the address shown below:

CARE Program  
Department of Alcohol and Drug Programs  
1700 K Street, 4th Floor  
Sacramento, CA 95814



**DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY**  
For energy saving tips, visit the Flex Your Power website at  
<http://www.flexyourpower.ca.gov>

Community and Faith-Based Youth Service Organizations  
and Other Interested Parties  
Page Two

The application is also available to download on the CARE website at [www.adp.ca.gov/care/caremain.shtml](http://www.adp.ca.gov/care/caremain.shtml). ADP will notify providers of eligibility status within 30 days of receipt of a complete application. Incomplete applications will delay the approval process. The recovery support provider application process will remain open continuously until further notice.

All providers must receive training prior to program participation. If you would like to begin participating as a recovery support provider when the CARE program is implemented on May 31, 2005, you must attend one of the following scheduled trainings related to CARE program requirements. (A flyer with more detailed information about the training will be sent to you soon.)

Sacramento Training

May 10, 2005

9 a.m. to 4:30 p.m.

Sacramento County Elections and Sheriff's Office

7000 65<sup>th</sup> Street

Sacramento, CA

Los Angeles Training

May 25, 2005

9 a.m. to 4:30 p.m.

Alhambra Auditorium

1000 South Fremont Avenue

Alhambra, CA

If you are interested in the program but need more information before applying, or if you have questions about the application, please contact Peggy Bean at (916) 322-0495 or [pbean@adp.state.ca.us](mailto:pbean@adp.state.ca.us).

ADP encourages all interested organizations to apply to become CARE program providers. By giving consumers a choice and expanding the array of services and providers, including faith-based and other nontraditional providers, together we can make a difference in our communities and in the lives of youth affected by substance abuse and addiction.

Enclosures

### **Eligibility Criteria for Recovery Support Service Providers**

Recovery support providers must meet the criteria in either 1) or 2) below.

1. The organization must be accredited, certified, or approved by a nationally recognized accrediting organization or state approval agency for the specific program service authorized;

OR

2. The organization must meet the following eligibility criteria for non-accredited recovery support service providers:
  - a. The organization is registered with the California Secretary of State's Office;
  - b. The organization meets all required federal, state, and/or local zoning codes and other regulations;
  - c. The organization has an ethical framework for guiding employee, volunteer, and client interactions that addresses roles, boundaries, supervision, training, and client rights and grievance procedures;
  - d. The organization has a risk management strategy including adequate insurance to cover risks; and
  - e. The organization has at least one year of experience providing the same type of recovery support services to youth in their local community.